



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Civil Engineer

**FLSA:** E

**SERVICE:** Classified

**REVISED:** 9/13/2011

**Summary:** Under general supervision, performs professional level engineering work of considerable difficulty in road, drainage and related public works engineering design and construction; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Prepares specifications, estimates and finalizes contracts.
- Prepares agreements for consulting engineers, architects and other services; performs duties of contract administrator.
- Participates in development of scope of work and the review/approval process for selection of engineering and construction contractors.
- Prepares conditions of approval for tentative subdivisions and other development plans; reviews new subdivision submittals for compliance with all relevant statutes, codes and regulations.
- Prepares long range programs and feasibility studies; reviews road engineering and improvement districts engineering to assess quality and safety and to ascertain if changes are necessary and prudent.
- Performs traffic engineering studies of County roads to ascertain volumes, times of use, and types of use.
- Investigates traffic accidents to determine probable causes and recommends engineering or signage changes as necessary.
- Designs new roads and improvements to existing roads for the County to ensure safety and to handle traffic needs; designs low water crossings; designs new drainage features to allow for drainage of surface waters to maintain safety of roads.
- Provides information to the public regarding proposed engineering changes in the County to explain impacts and benefits.
- Provides direction to sign maintenance workers in sign construction, placement and wording for safe, understandable and visible signs to avoid accidents and to promote law adherence.
- Administers the planning related to improvement districts, including public meetings and coordination with district engineer and district attorney.

### Knowledge and Skills:

- Knowledge of the principles and practices of civil engineering.
- Knowledge of the laws, regulations, directives, policies and organizations relating to civil engineering.
- Knowledge of computer operations as it relates to engineering.
- Knowledge of contract administration.
- Skill in use of engineering tools and equipment
- Skill in preparing and maintaining reports and records.
- Skill in developing and implementing operational systems.
- Skill in developing and giving presentations to the Board of Supervisors, community groups and the public in general.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Desirable Qualifications:

Bachelor's Degree in Civil Engineering or closely related field; AND an EIT or Arizona Registered Professional Engineer or ability to obtain either within six months; and three years experience in engineering work AND a valid driver's license.